

# HURRICANES, EARTHQUAKES AND FLOODS, OH MY

Protecting Library and Archive Collections by  
Making a Preparedness and Response Plan

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AJL Conference  
Houston ,TX  
June 19, 2013

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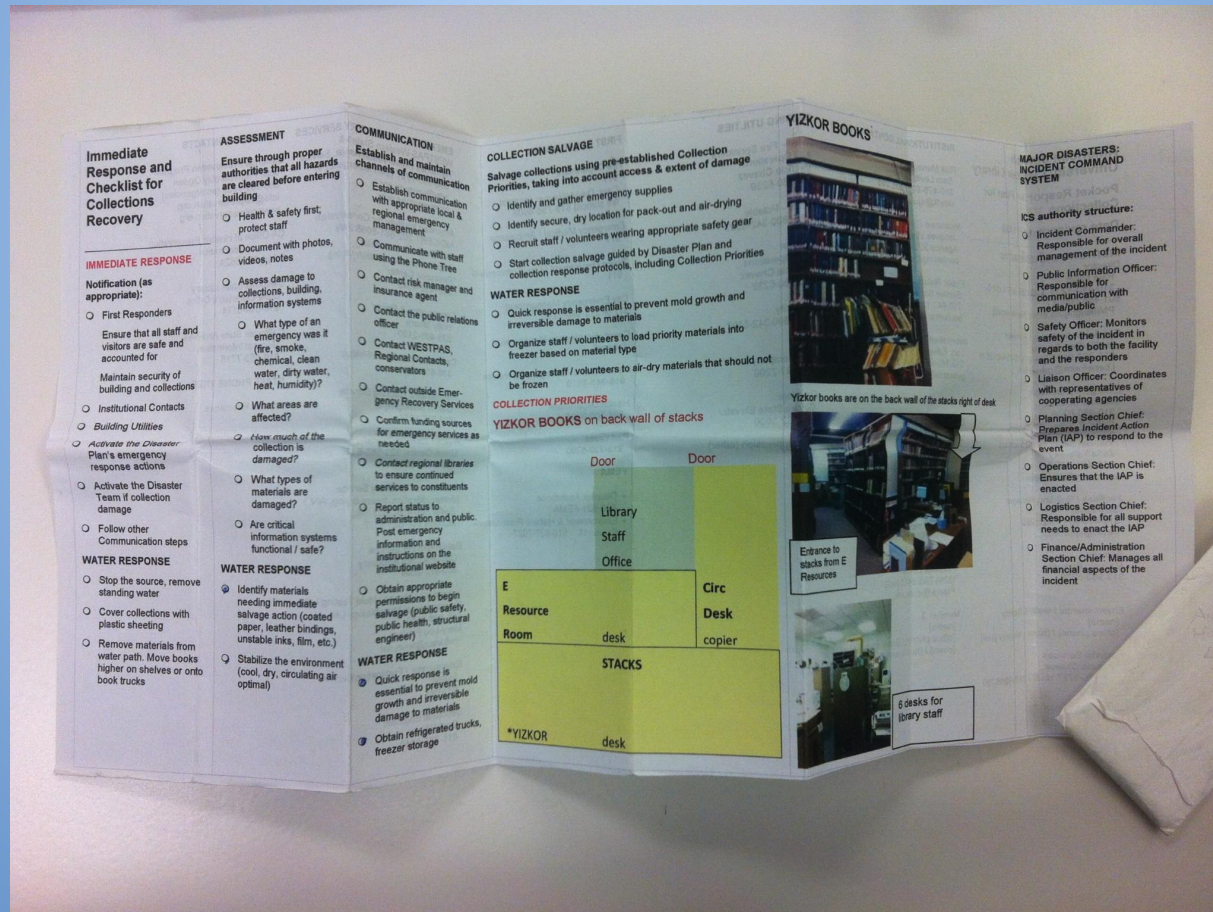
# WHAT DO YOU DO?

**This presentation will cover:**  
The basic supplies to have on hand before  
disaster strikes





# We will spend time preparing: Documents you need in an emergency.



# **This session will NOT:**

1. Help you prepare for a terrorist attack, or any other security issues.
2. Replace any emergency plan implemented by your institution, although hopefully this plan will be incorporated into it.
3. Provide any first aid information.

**MOST IMPORTANTLY...**

# **DO NOT RISK ANYONE'S LIFE!**

Always follow the instructions of the first responders, be they firemen, police or hazmat teams.

Do not enter the library to rescue books until you have been cleared to enter the space by the first responders.

# Emergency vs. Disaster

## Emergency

An unanticipated or threatening event requires immediate attention

## Disaster

An emergency that gets out of control.

An emergency can become a disaster if immediate action is not taken to protect staff, patrons and collections.



# **5 steps to prevent an emergency turning into a disaster**

## 1a. Preventative Action

The first step in preventing a disaster is to survey your library for potential disasters. Look for signs of leaks, check electrical cords for signs of wear that could cause fires and secure items that might fall in an earthquake. Then you can start your pocket response plan (see step 5).

## **1b. Know your region's specific risks.**

If your library is in an earthquake prone zone, you would want to make sure the shelves are secure and perhaps even install the bars that prevent books from falling off the shelves. Make sure each staff member has a whistle and light stick taped to his or her desk to help rescue them in the event of an emergency.

## 1c. Prevent Water Incursions

This is more important in regions prone to hurricanes, however, a burst pipe can cause just as much damage as a natural disaster.

Try not to store items on the floor.

Keep plastic sheeting and duct tape on hand to seal out water.



## 2. Emergency Supply Checklist

paper towels  
masking tape  
duct tape  
plastic bags  
2 large sponges  
bucket  
scissors  
flashlight  
light sticks  
extra batteries  
10 dust masks  
clothespins

1 roll plastic sheeting  
disposable gloves  
heavy duty gloves  
2 dozen pencils  
2 black permanent  
markers  
lined paper pad  
rubber boots  
hard hats  
vest with pockets  
plastic aprons  
clothesline

## 3a. What can you handle in-house?

A small water incursion can be cleaned up and books can be cared for by just a few people with a limited amount of time and resources.

If it's sunny, or you have a long, warm hallway, you can stand open damp books to dry on a table with a fan blowing to speed up things.

## **3 b. Freezing will buy you time**

If books are soaked, it is better to have them professionally freeze dried. Until that can be done, you can place the books in a freezer on site, or with one you've contacted in advance to prevent mold growth.

## 3c. Prepare books for freezing

Use clean white paper towels, preferable the folded kind so you don't need to waste time tearing sheets, to interleave the books every couple of pages to absorb moisture. Then pack tightly spine edge down into boxes to prevent warping. Be careful lifting boxes of wet books which are very heavy.



## 3d. Hang up single sheet items

Use a clothesline and clothespins to dry single sheet items or photographs or lay items on a table on top of clean white bond paper. After items are dry, they will take up more space to store as they may warp.

## 3e. Glossy "Clay Coated" Paper

The special paper frequently used to print illustrations is prone to being stuck together very rapidly and should be frozen immediately. A stack of glossy paper can be separated carefully by pressing down a sheet of polyester film on the top item, gently pulling the page off, and continue to the next page with a fresh sheet of film. Remove film from pages to hang dry.

## 4. Have resources on file

There are many good sites with in depth details on how to prepare for an emergency and what to do once disaster strikes. You may email me at [j.benefraim@gmail.com](mailto:j.benefraim@gmail.com) to get a link to all of these resources. You can download information to a usb drive, which is very durable, but you will still need paper copies if there is a power failure.

## 4b. Wheel of Fortune

This emergency response wheel is the most efficient way to have basic information on emergency response on hand for all staff members, it even has a magnet to keep it handy.





## 5. Pocket Response Plan

This single sheet contains on one side information you need to **COMMUNICATE** and on the other side information on what **ACTIONS** need to be taken to prevent your emergency from becoming a disaster.

<p><b>Immediate Response and Checklists for Collections Recovery</b></p> <p><b>IMMEDIATE RESPONSE</b></p> <p><b>Notification (as appropriate):</b></p> <ul style="list-style-type: none"> <li>m m First Responders Ensure that staff and visitors are safe and accounted for</li> <li>m m Main security of building and collections</li> <li>m m Institutional Contacts</li> <li>m m Building Utilities</li> <li>m m Activate the Disaster Plan emergency response actions</li> <li>m m Activate the Disaster Plan collection damage</li> <li>m m Follow the other Communication steps</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>m m Stop the source, remove standing water</li> <li>m m Cover collections with plastic sheeting</li> <li>m m Remove materials from water path. Move books, highlight shelves, versant onto bookshelves</li> </ul>	<p><b>ASSESSMENT</b></p> <p>Ensure that proper authorities that hazards are created before entering building</p> <ul style="list-style-type: none"> <li>m m Health &amp; safety first; protect staff</li> <li>m m Document with photos, video, notes</li> <li>m m Assess damage to collections building, information systems</li> <li>m m What type of an emergency was it (fire, smoke, electrical, water, dirty water, etc. humidity)?</li> <li>m m What areas are affected?</li> <li>m m How much of the collection is damaged?</li> <li>m m What types of materials are damaged?</li> <li>m m Are critical information systems functional &amp; safe?</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>m m Identify materials needing immediate salvage action (wood, paper, leather bindings, stained ink film, etc.)</li> <li>m m Stabilize the environment (cool, dry, circulating optional)</li> </ul>	<p><b>COMMUNICATION</b></p> <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> <li>m m Establish communication with appropriate local, regional emergency management</li> <li>m m Communicate with staff using the phone, free</li> <li>m m Contact risk management insurance agent</li> <li>m m Contact the public relations officer</li> <li>m m Contact WEBSA, Regional Contacts, conservators</li> <li>m m Contact side Emergency Recovery Services</li> <li>m m Confirm dumping sources for emergency services as needed</li> <li>m m Contact regional libraries to see if needed services can be provided</li> <li>m m Represent status to administration and public</li> <li>m m Post emergency information and instructions on the institutional website</li> <li>m m Obtain appropriate permissions to stage salvage (public safety, public health structural engineer)</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>m m Quick response is essential to prevent mold growth and irreversible damage to materials</li> <li>m m Obtain refrigerated trucks for freeze storage</li> </ul>	<p><b>COLLECTIONS SALVAGE</b></p> <p>Salvage collections using pre-established collection priorities taking into account access &amp; extent of damage</p> <ul style="list-style-type: none"> <li>m m Identify together emergency supplies</li> <li>m m Identify secondary dry location for back and air-drying</li> <li>m m Reassign staff / volunteers</li> <li>m m Weave appropriate safety protection</li> <li>m m Start collection salvage guided by Disaster Plan and collection response protocols including Collection Priorities</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>m m Quick response is essential to prevent mold growth and irreversible damage to materials</li> <li>m m Organize staff / volunteers as a backup priority materials to be freeze based on material type</li> <li>m m Organize staff / volunteers to do dry dry materials that should not be frozen</li> </ul>	<p><b>COLLECTION PRIORITIES</b></p> <p>First Priority Collections:</p> <p><b>Second Priority Collections:</b></p>	<p><b>MANAGEMENT SYSTEMS</b></p> <p><b>INCIDENT COMMAND SYSTEM</b></p> <p>ICS authority structure:</p> <ul style="list-style-type: none"> <li>m m Incident Command &amp; Responsible for overall management of the incident</li> <li>m m Public Information Officer Responsible for communication with media/public</li> <li>m m Safety Officer: Monitor safety of the incident in regards to both the facility and the responders</li> <li>m m Liaison Officer: Coordinates with representatives of cooperating agencies</li> <li>m m Planning Section Chief Prepares Incident Action Plan (IAP) responsible for the event</li> <li>m m Operations Section Chief Ensures that the IAP is enacted</li> <li>m m Logistics Section Chief Responsible for all supported resources that the IAP</li> <li>m m Finance/Administration Section Chief Manages all financial aspects of the incident</li> </ul>
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<p><b>Immediate Response and Checklist for Collections Recovery</b></p> <p><b>IMMEDIATE RESPONSE Notification (as appropriate):</b></p> <ul style="list-style-type: none"> <li>m First Responders</li> <li>Ensure that all staff and visitors are safe and accounted for</li> <li>Maintain security of building and collections</li> <li>m Institutional Contacts</li> <li>m Building Utilities</li> <li>m Activate the Disaster Plan's emergency response actions</li> <li>m Activate the Disaster Team if collection damage</li> <li>m Follow other Communication steps</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>m Stop the source, remove standing water</li> <li>m Cover collections with plastic sheeting</li> <li>m Remove materials from water path. Move books higher on shelves or onto book trucks</li> </ul>	<p><b>ASSESSMENT</b></p> <p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> <li>m Health &amp; safety first; protect staff</li> <li>m Document with photos, videos, notes</li> <li>m Assess damage to collections, building, information systems</li> <li>m What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?</li> <li>m What areas are affected?</li> <li>m How much of the collection is damaged?</li> <li>m What types of materials are damaged?</li> <li>m Are critical information systems functional / safe?</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>m Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, film, etc.)</li> <li>m Stabilize the environment (cool, dry, circulating air optimal)</li> </ul>	<p><b>COMMUNICATION</b></p> <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> <li>m Establish communication with appropriate local &amp; regional emergency management</li> <li>m Communicate with staff using the Phone Tree</li> <li>m Contact risk manager and insurance agent</li> <li>m Contact the public relations officer</li> <li>m Contact WESTPAS, Regional Contacts, conservators</li> <li>m Contact outside Emergency Recovery Services</li> <li>m Confirm funding sources for emergency services as needed</li> <li>m Contact regional libraries to ensure continued services to constituents</li> <li>m Report status to administration and public</li> <li>m Post emergency information and instructions on the institutional website</li> <li>m Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>m Quick response is essential to prevent mold growth and irreversible damage to materials</li> <li>m Obtain refrigerated trucks, freezer storage</li> </ul>	<p><b>COLLECTION SALVAGE</b></p> <p>Salvage collections using pre-established Collection Priorities, taking into account access &amp; extent of damage</p> <ul style="list-style-type: none"> <li>m Identify and gather emergency supplies</li> <li>m Identify secure, dry location for pack-out and air-drying</li> <li>m Recruit staff / volunteers</li> <li>m Wear appropriate safety protection</li> <li>m Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>m Quick response is essential to prevent mold growth and irreversible damage to materials</li> <li>m Organize staff / volunteers to load priority materials into freezer based on material type</li> <li>m Organize staff / volunteers to air-dry materials that should not be frozen</li> </ul>	<p><b>COLLECTION PRIORITIES</b></p> <p>First Priority Collections:</p> <p><b>Second Priority Collections:</b></p>	<p><b>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</b></p> <p><b>ICS authority structure:</b></p> <ul style="list-style-type: none"> <li>m Incident Commander: Responsible for overall management of the incident</li> <li>m Public Information Officer: Responsible for communication with media/public</li> <li>m Safety Officer: Monitors safety of the incident in regards to both the facility and the responders</li> <li>m Liaison Officer: Coordinates with representatives of cooperating agencies</li> <li>m Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event</li> <li>m Operations Section Chief: Ensures that the IAP is enacted</li> <li>m Logistics Section Chief: Responsible for all support needs to enact the IAP</li> <li>m Finance/Administration Section Chief: Manages all financial aspects of the incident</li> </ul>
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**Don't let your  
emergency become a  
disaster...**

**...Fill out your Pocket  
Response Plan and get  
back to work faster.**